



Axon Commander 4.5



San Diego County Sheriff's Department
Video Analysis Unit

What is Commander?

- Commander is a digital evidence management program
- Currently only for management of BWC videos
- Potential in the future to include all forms of digital evidence such as interview video, audio files, photographs, case documents, and BWC video



Overview

- Deputies will enter metadata (which are tags for Event # and category) on the Axon View application for each video
- Deputies will dock their cameras and the videos will be uploaded into the Commander program with that metadata so videos can be searched for by event number, category, etc.
- The number of videos attached to each event should be noted in the property section of the crime/arrest report

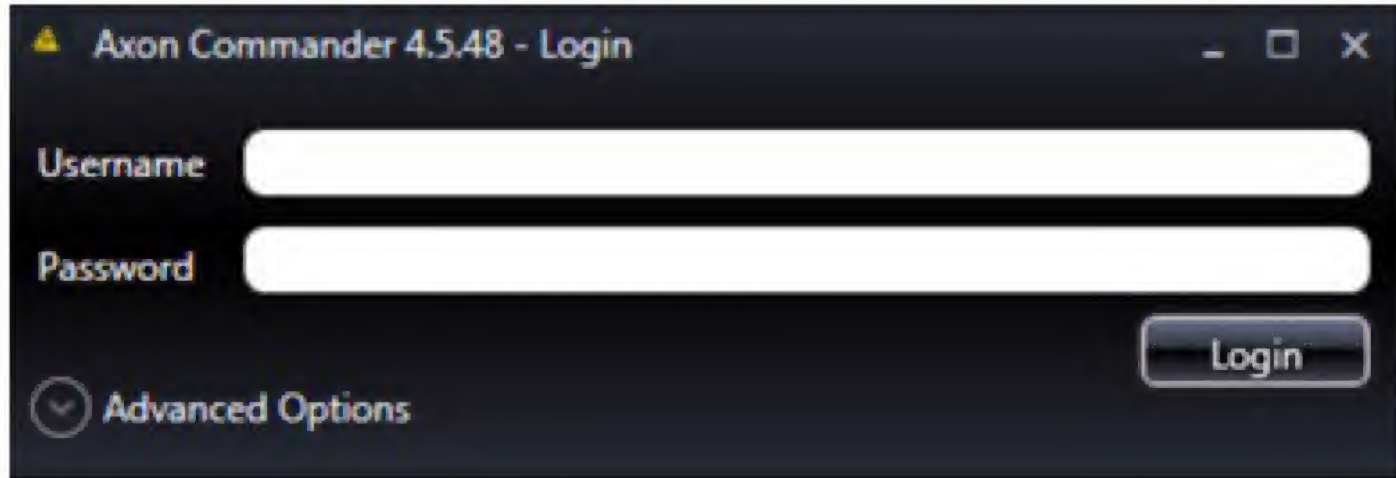


Overview

- To find the associated video for your investigation, use the search pane with the various filters or the search feature
- Once you find videos, you may tag them with your own identifier for organization and easier location in the future (MISC category)
- Commander can be used to view video, take snapshots, add bookmarks, etc.
- When the case is ready to be sent to DA, Tag with category “Share” and a drop down for the value will appear. Select “DA” and the file(s) will be moved to a ‘bucket’ for the DA to access



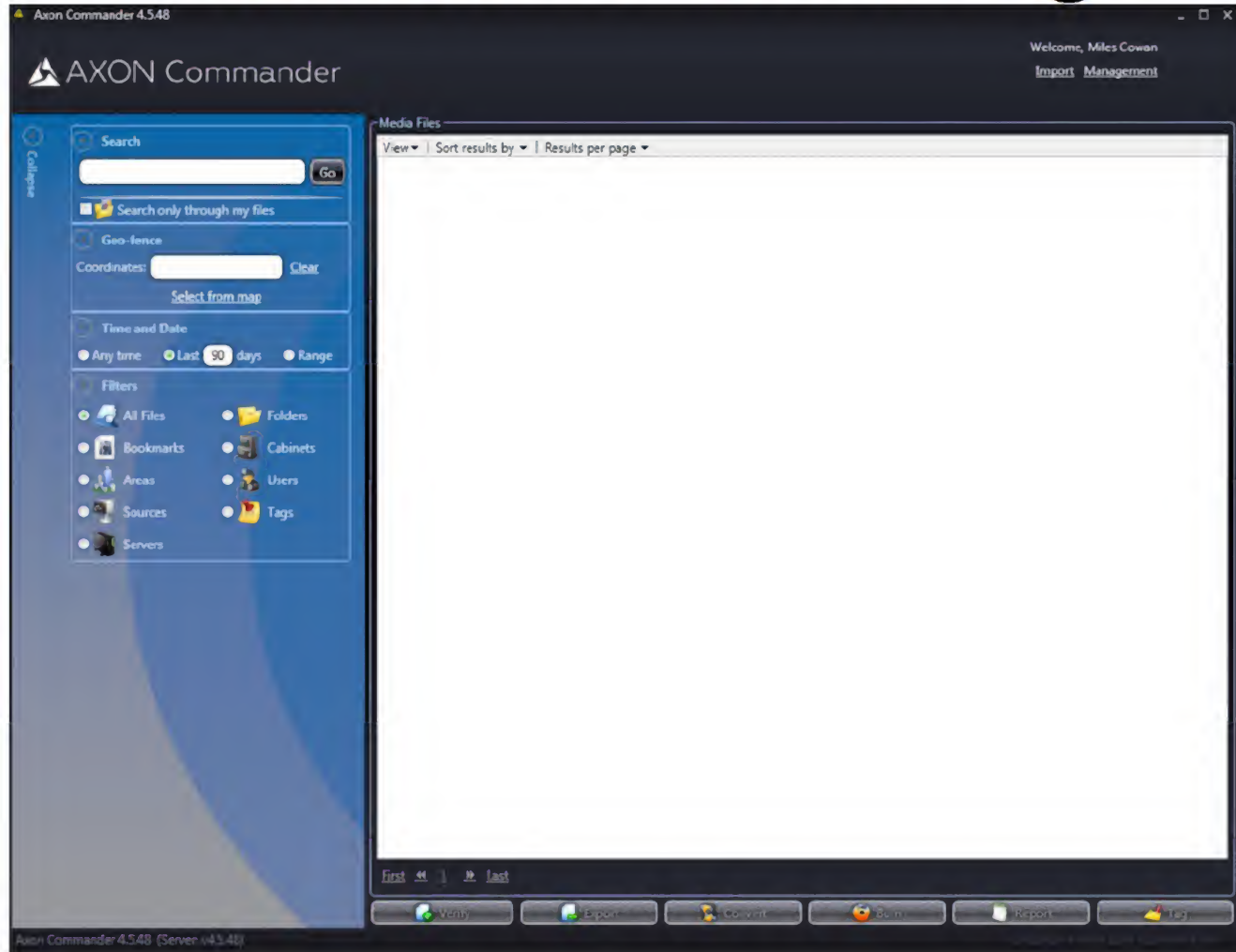
Launching Commander

A screenshot of the Axon Commander 4.5.48 login window. The window has a dark blue header with the title "Axon Commander 4.5.48 - Login" and standard window controls (minimize, maximize, close). Below the header, there are two white text input fields: "Username" and "Password". To the right of the "Password" field is a blue "Login" button. At the bottom left, there is a "Advanced Options" link with a downward arrow icon.


- Launch Commander from Shortcut Icon on Desktop
- Commander Client Login screen appears
- Type in your Username and Password in text boxes and click **Login**
- This will be your Sheriff's Desktop username and password




Commander Main Page



Search Pane

 Collapse

Search

☐  Search only through my files

Geo-fence

Coordinates:

[Select from map](#)

Time and Date










☐ Any time ☐ Last 90 days ☒ Range

Time Frame

From

To

Filters

<input checked="" type="radio"/>  All Files	<input type="radio"/>  Folders
<input type="radio"/>  Bookmarks	<input type="radio"/>  Cabinets
<input type="radio"/>  Areas	<input type="radio"/>  Users
<input type="radio"/>  Sources	<input type="radio"/>  Tags
	<input type="radio"/>  Destinations



Features of Search Pane

- Search section allows users to search by any word in the Commander system (i.e. user name, first name, last name, email address, bookmarks, title, description, tags, folders, cabinets, areas, and sources)
- The “Go” button executes a search based on search, date and time, and filters section



Features of Search Pane

- The Checkbox labeled “Search only through my Files” searches through the logged in user’s files (i.e. videos the user has generated on their assigned camera)
- Time and Date section includes any time, last # of days, or a date range
- Available filters are all files, bookmarks, areas, sources, folders, cabinets, users, tags, and destinations



Cabinets, Folders, and Tags

- Videos can be organized in a digital filing system utilizing cabinets to hold folders (Data Services)
- Videos relating to one case can be combined in one search by “parent” case number or “MISC” tag
- You can tag digital evidence to further identify video (i.e. tag as Detective’s last name for cases for easy search)



Tagging

- Any file in Commander can be tagged which allows users to classify data for easy Search
- Two types of Tags: Drop down and Value
- Tag drop down is a list of tag classifications which are preloaded and appear in a drop down selection list
- Value tags apply free-form text (i.e. whatever the user chooses) (MISC tag is for detectives/investigators to help organize their own cases)
- You can apply tags to multiple files at once
- You can remove and change tags as needed (will be in audit report)



Tagging

1. Highlight the file in the Results Pane
2. Right-click on the file and click Tag or click Tag at the bottom of the Results Pane or in Commander Client Player
3. Click **Add**
4. In the **Name** list, select a tag template
5. In the **Value** box, enter a value for the tag
 - For a text tag you must type a value
 - For a Choice tag you can select a value
6. Click **OK**



Tagging

The screenshot displays the AXON Commander 4.5.1.4 interface. On the left is a sidebar with search and filter options. The main area shows a list of video assets. A 'Tags' dialog box is open, allowing a tag to be assigned to a selected asset.

Search and Filter Sidebar:

- Search: Search only through my files, Require exact word matches
- Geo-fence
- Time and Date: Any time, Last 30 days, Range
- Filters: All Files, Folders, Bookmarks, Cabinets, Areas, Users, Sources, Tags, Servers

Assets List:

Thumbnail	Title	Username	Extension	Server	Start Time	Duration	Area	Source
	Warrants		MP4	SDSO PROD	2016-04-06 14:53:30	05:21	taser body cam 2	X81002942
	X78031872-dip0442.mp4		MP4	SDSO PROD	2016-04-06 13:38:04	01:48	taser axon lx1c1e	X78031872
	WMA yelling In Bathroom		MP4	SDSO PROD	2016-04-06 10:25:30	06:00	taser body cam 2	X81001584
	X78031872-dip0439.mp4		MP4	SDSO PROD	2016-04-06 09:33:51	01:34	taser axon lx1c1e	X78031872
	Tro		MP4	SDSO PROD	2016-04-06 07:50:41	10:23	taser body cam 2	X81001936
	X81003234-1086849026		MP4	SDSO PROD	2016-04-06 01:22:24	02:38	taser body cam 2	X81002992
	X81002843-1086849025		MP4	SDSO PROD	2016-04-05 22:37:51	07:41	taser body cam 2	X81002643

Tags Dialog Box:

Tag	Value
Case ID	E3268745
Category	CONTACT ONLY - NO ACTION

Bottom Bar:

March, 2016 [1] | First | 1 | Last | Showing 1 - 31 of 31 items | Verify | Export | Convert | Burn | Report | Tag



Tagging

The screenshot displays the AXON Commander web interface. On the left is a navigation sidebar with sections for Search, Geo-fence, Time and Date, and Filters. The main area shows a list of video assets with details like Title, Username, Start Time, Duration, Area, and Source. A 'Tags' dialog box is open, showing a table with columns 'Tag' and 'Value'. The table contains one entry: 'Case ID' with the value 'E3268745'. Below the table, there is an 'Add tag' section with a text input field and a dropdown menu. At the bottom of the dialog are 'OK' and 'Cancel' buttons. The background asset list includes items such as 'Warrants', 'X78031872-clip0442.mp4', 'WMA yelling in Bathroom', 'Tro', and 'X81002843-1086849026'. The bottom status bar indicates 'Showing 1 - 31 of 31 items' and includes buttons for Verify, Export, Convert, Burn, Report, and Tag.

AXON Commander

Welcome, Alexander Roth
[Import](#) [Management](#)

Assets

View | Sort results by | Results per page

Thumbnail	Title	Username	Extension	Server	Thumbnail	Title	Username	Extension	Server
	Warrants		MP4	SDSO PROD		X78023035-clip0190.mp4		MP4	SDSO PROD
	Start Time: 2016-04-06 14:53:30		Duration: 05:21			Start Time: 2016-04-06 14:53:40		Duration: 02:02	
	Area: taser body cam 2		Source: taser body cam 2 - X81002942			Area: taser axon lxci		Source: taser axon lxci - X78023035	
	X78031872-clip0442.mp4		MP4	SDSO PROD		X78031872-clip0440.mp4		MP4	SDSO PROD
	Start Time: 2016-04-06 13:38:40		Duration: 01:48			Start Time: 2016-04-06 10:36:04		Duration: 01:48	
	Area: taser axon lxci		Source: taser axon lxci - X78031872			Area: taser axon lxci		Source: taser axon lxci - X78031872	
	WMA yelling in Bathroom		MP4	SDSO PROD		X81001637-1086849027		MP4	SDSO PROD
	Start Time: 2016-04-06 10:27:51		Duration: 06:00			Start Time: 2016-04-06 09:53:25		Duration: 06:00	
	Area: taser body cam 2		Source: taser body cam 2 - X81001637			Area: taser body cam 2		Source: taser body cam 2 - X81001637	
	X78031872-clip0442.mp4		MP4	SDSO PROD		X81001637-1086849027		MP4	SDSO PROD
	Start Time: 2016-04-06 10:27:51		Duration: 01:34			Start Time: 2016-04-06 09:53:25		Duration: 01:34	
	Area: taser axon lxci		Source: taser body cam 2 - X81001584			Area: taser body cam 2		Source: taser body cam 2 - X81001584	
	Tro		MP4	SDSO PROD		every Bill Dispute		MP4	SDSO PROD
	Start Time: 2016-04-06 02:01:54		Duration: 10:23			Start Time: 2016-04-06 02:01:54		Duration: 10:23	
	Area: taser body cam 2		Source: taser body cam 2 - X81001936			Area: taser body cam 2		Source: taser body cam 2 - X81001936	
	X81003234-1086849026		MP4	SDSO PROD		X81002992-1086849026		MP4	SDSO PROD
	Start Time: 2016-04-06 01:22:31		Duration: 02:38			Start Time: 2016-04-06 00:04:41		Duration: 02:38	
	Area: taser body cam 2		Source: taser body cam 2 - X81002992			Area: taser body cam 2		Source: taser body cam 2 - X81002992	
	X81002843-1086849026		MP4	SDSO PROD					
	Start Time: 2016-04-05 22:37:51		Duration: 07:41						
	Area: taser body cam 2		Source: taser body cam 2 - X81002843						

March, 2016 [1]

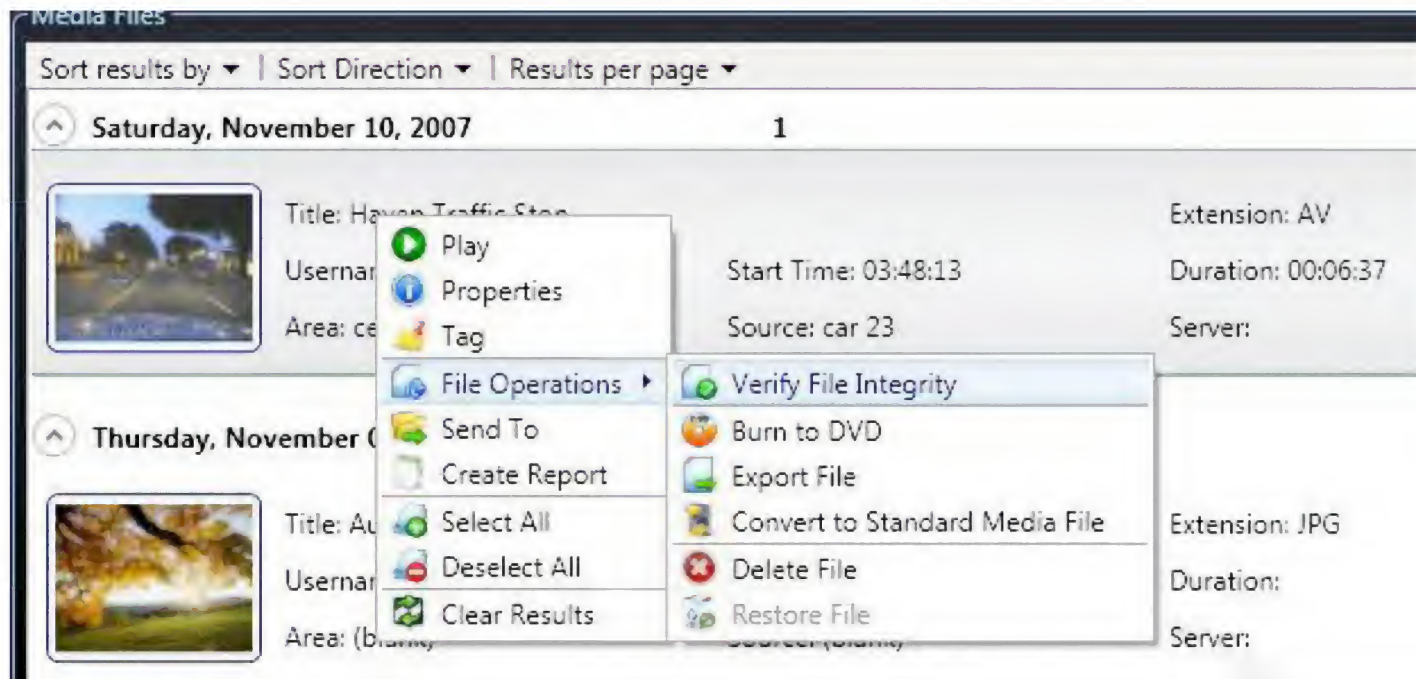
Showing 1 - 31 of 31 items

Verify Export Convert Burn Report Tag



Context Menu

- Right-click on any file and the context menu appears



Context Menu

- Play: This action invokes the Commander Client Player
- Properties: This action opens the Properties window for the file
- Tag: This action opens the Tag window to Tag this specific file
- File Operations:
 - Verify File Integrity: This action opens the Verify File Integrity window for the file- Used for later applications
 - Burn to DVD: This action opens the Burn to DVD window for the file
 - Export File: This action opens the Export File window for the File
- Convert to Standard Media file: This action opens the Conversion window for the file



Context Menu

- Send to: This sends a specific File to the desired predefined location
- Create report: This creates a Report on all activity of the file



Playback

- Select a file by double-clicking on the file
- Right-click on the file and select play to watch
- Standard playback controls are available



Snapshot

- Open the desired video file with the Commander Client Player
- When you are ready to take a Snapshot of the video, click the camera icon on the left side of playback options in Commander Client Player
 - A Save As dialog box opens
- Navigate to the desired location and click **Save**

By Default, the Name of the Snapshot will be the local Date and Time when the snapshot was taken



Bookmarks

- Open a video file in Commander Client Player
- When you get to a point in the video you wish to bookmark you can click the **Add Bookmark** button on the right hand side of the player
- A bookmark box will appear with time stamp for the point in the video at the top
- The middle section allows for an event type or title for the bookmark
- The last section is for a brief description (words in this section can be searched)



Bookmarks

The screenshot displays the Axon Commander 4.6.1.4 software interface. On the left is a blue sidebar with a search bar and filters for Time and Date, Geo-fence, and various asset types like All Files, Bookmarks, Areas, Sources, Servers, Folders, Cabinets, Users, and Tags. The main area shows a grid of video thumbnails. A video player window is open, displaying a car's interior. An 'All Bookmarks' overlay is visible on the left of the video player, showing a table with columns for Timestamp and Event type. The table contains one entry: a timestamp of 11:34:28 and an event type of 'WARRANTS'. Below the table is a description field. The video player controls at the bottom include buttons for Verify, Export, Convert, Burn, Report, and Tag, along with a progress bar and a timestamp of 00:08. The bottom status bar indicates 'Showing 1 - 24 of 24 items'.

AXON Commander

Search

Search only through my files
Require exact word matches

Geo-fence

Time and Date
Any time Last 30 days Range

Filters

- All Files
- Bookmarks
- Areas
- Sources
- Servers
- Folders
- Cabinets
- Users
- Tags

Assets

View Sort results by Results per page

April, 2016 [24]

All Bookmarks

Timestamp	Event type
11:34:28	WARRANTS

Event Type

Description

Verify Export Convert Burn Report Tag

Save Cancel Operations

00:08

Bookmarks Metadata Map

Showing 1 - 24 of 24 items

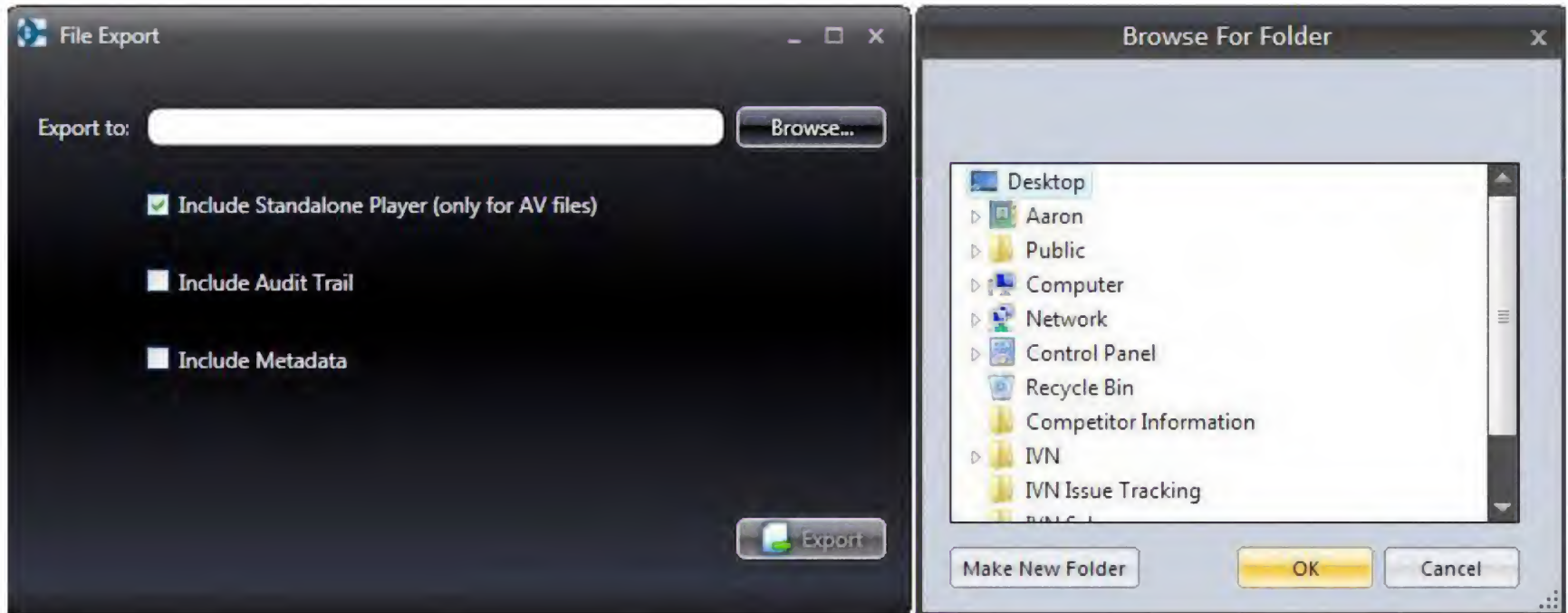


Exporting a File

- Use this feature when you want to use a file that is stored in Commander externally
- A copy of the file is sent to the specified location
 1. Highlight the file in the Results Pane
 2. Right-click the file and select **File Operations > Export File**
 3. Click **Export** at the bottom of the Results Pane
 4. Click **Export** in the Commander Client Player
 5. Click **Browse**
 6. There is also an option to include an Audit Trail
 7. Click **Export**



Exporting a File



Converting a File

- Most video Files in the Commander can be converted to WMV format to be played in Windows Media Player
 1. Highlight the file in the Results Pane
 2. Click **Convert** at the bottom of the Results Pane or the Commander Client Player
 3. Select destination by browsing to the location where you want to save the converted file
 4. Click **Convert to Standard Media** to start process (conversion time is about the same as the time of the video)



Burning a File

- Files in Commander can be burned to a Data or Authored DVD
 1. Highlight the file in Results Pane
 2. Right-click on file and select **File Operations > Burn to DVD** or click **Burn** at the bottom of the results pane or in Commander Client Player
 3. Select the desired drive
 4. Make sure a disk is inserted and select your speed
 5. Select Authored or Data (Authored can be played back in standard DVD Player. Data contains original files)
 6. Click **Burn to DVD**



Creating a Report

- Reports detailing an audit trail of actions performed on a file since it was ingested into Commander can be created
 1. Highlight the file in the Results Pane
 2. Right-click on the file and select **Create Report** or click **Report** at the bottom of the results pane or in Commander Client Player
 3. A Report window appears and you can Print, Export to PDF, or Search



Supervisor Responsibilities

- Assigning OT cameras (or backup)
- Adding additional users to a video file(s) for viewing by another Deputy
- Tagging Case numbers for videos associated with Arrest Reports for 148 PC and 69 PC
- Sending Arrest reports for 148 PC and 69 PC to the DA through tagging system
- Detective Sgt. decide work flow for CN tags and DA Sharing for arrest reports



How to Send to the DA's Office

- Select/highlight the videos you wish to send
- Select Add Tag (Tag box will appear)
- Tag: "Share"
- Value section "DA" Once this tag is applied copies of the videos will be sent to a "bucket" which the DA has access to



How to Send to the DA's Office

The screenshot displays the AXON Commander interface. On the left is a sidebar with search and filter options. The main area shows a grid of video assets. Two modal windows are open over the grid:

- Tags Window:** A table with two columns, 'Tag' and 'Value'. It contains one row: Case ID: E3272241, Category: CONTACT ONLY - NO ACTION.
- Add tag Window:** A form with 'Tag' and 'Value' fields. 'Tag' is set to 'Share' and 'Value' is set to 'DA'. It has 'OK' and 'Cancel' buttons.

Below the 'Add tag' window is a bar with 'Add' and 'Remove' buttons. At the bottom of the interface are buttons for 'Verify', 'Export', 'Convert', 'Burn', 'Report', and 'Tag'. The status bar at the very bottom indicates 'Showing 1 - 24 of 24 items'.

AXON Commander

Welcome, Juliet Dias

Import Management

Search

Search only through my files

Require exact word matches

Geo-fence

Time and Date

Any time Last 30 days Range

Filters

All Files Folders

Bookmarks Cabinets

Areas Users

Sources Tags

Servers

Assets

View Sort results by Results per page

April, 2016 [24]

2016-04-07 11:45:00 6m MP4 X78005169-clip0350.mp4

2016-04-07 11:54:20 9m30s MP4 X78005169-clip0

2016-04-07 10:31:30 10m34s MP4

2016-04-07 10:31:18 10m10s MP4

2016-04-07 07:14:44 7m10s MP4

2016-04-07 01:21:14 5m41s MP4 happy

2016-04-07 01:19:46 1m48s MP4 ATC

2016-04-06 15:02:21 3m17s MP4

2016-04-06 14:53:30 5m21s MP4 Warrants

2016-04-06 08:14:13 1m34s MP4

2016-04-06 07:50:44 2m19s MP4 Tro

2016-04-06 02:01:54 10m23s MP4 X78023035-clip0190.mp4

2016-04-06 13:36:44 46s MP4 X78031872-clip0442.mp4

2016-04-06 01:22:47 6m8s MP4 X78031

2016-04-06 01:00:23 10m58s MP4 X81003234-1085849026

2016-04-06 01:00:23 10m58s MP4 X81002992-1085849026

Tags

Tag	Value
Case ID	E3272241
Category	CONTACT ONLY - NO ACTION

Add tag

Tag: Share

Value: DA

OK Cancel

Add Remove

OK Close Apply

First 1 Last

Showing 1 - 24 of 24 items

Verify Export Convert Burn Report Tag

Search results: 24 asset(s) found.

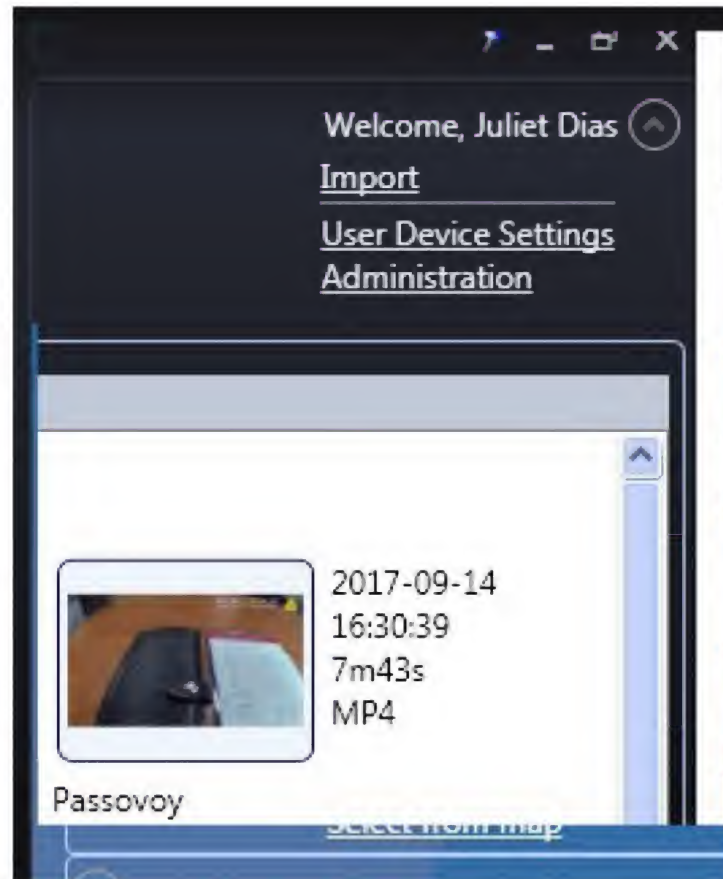


Assigning Cameras

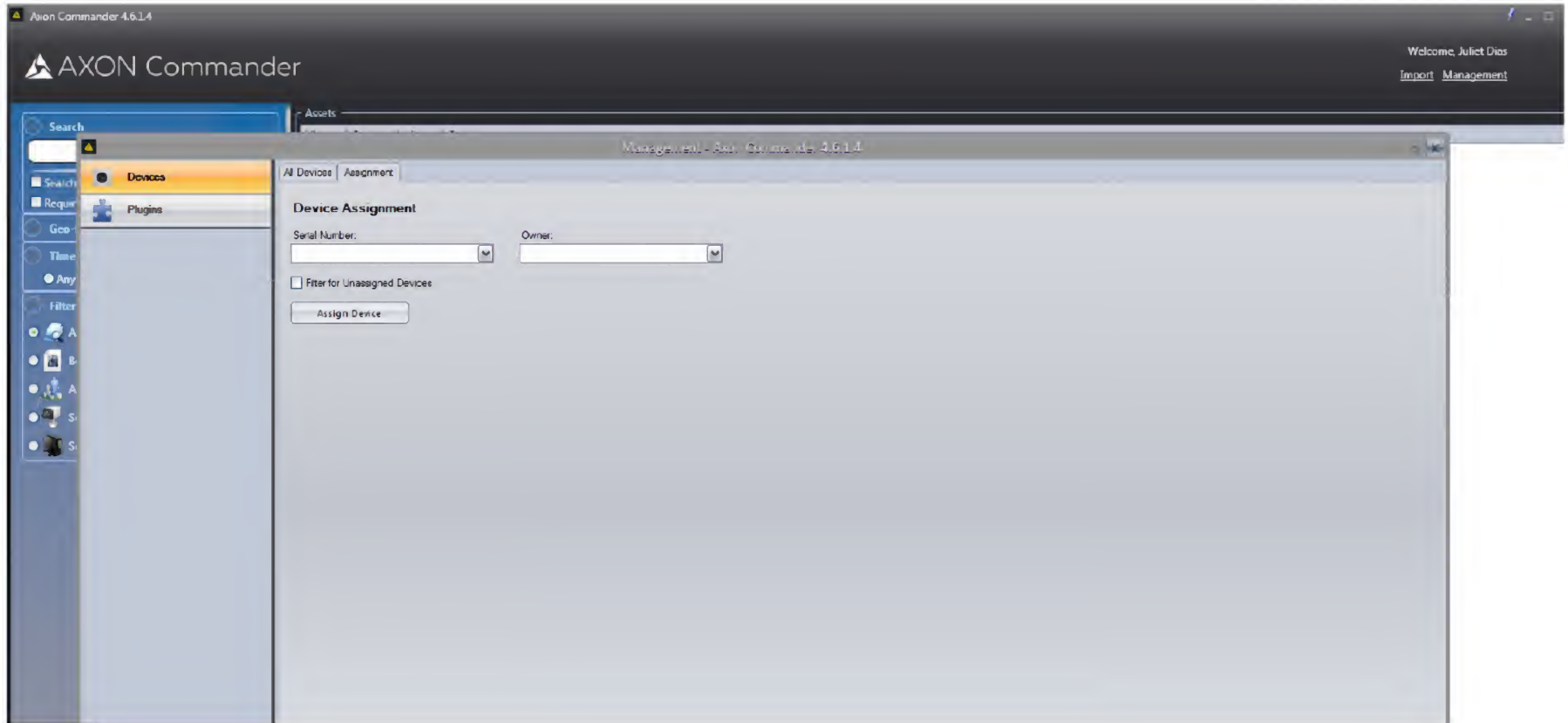
- Sergeants will have ability to assign cameras
- Click the arrow symbol by your name in top right corner and then click “Administration”
- Management box will appear, select “Devices” on the left side
- Select the “Assignment” tab and search for the serial number (On the bottom of camera next to upload light)
- Select the owner you wish to assign and select the “Assign Device” button
- Be sure the camera you are assigning has been docked and completely uploaded so that all the videos are correctly assigned to the right user (solid green LED in dock)
- Once you have assigned the camera, remove and re-dock



Assigning Cameras



Assigning Cameras



Adding a User

- Sergeants can give permission for one deputy to view another deputy's video for a law enforcement purpose (i.e. writing a report, completing an SO-120)
- Deputies do not have access to other deputy's videos (detectives, supervisors, other investigators do)
- To grant a deputy access to another deputy's video you must add a user

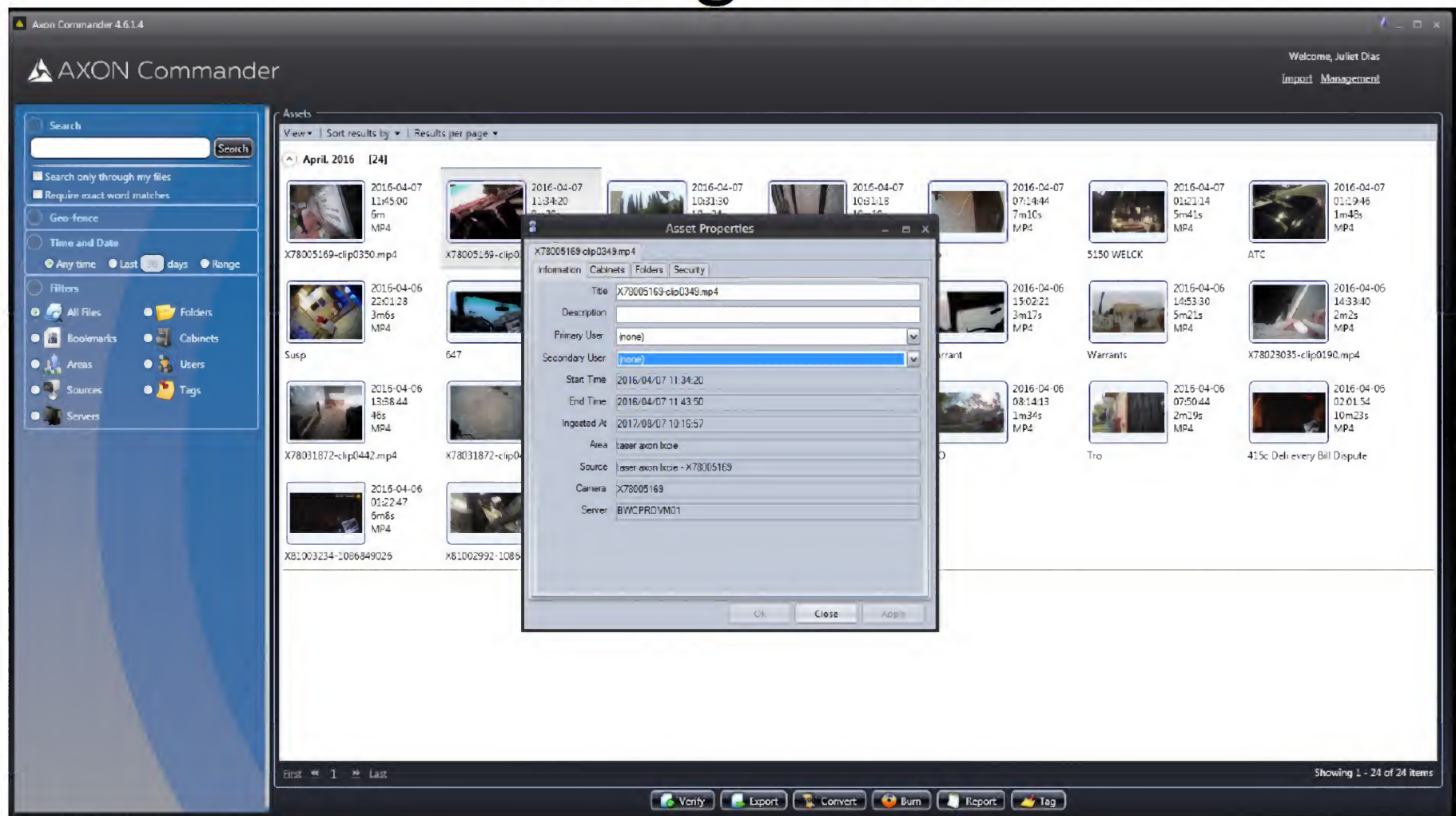


Adding a User

1. Highlight the desired file(s)
2. Right Click and select “Properties”
3. The Properties window will appear with a drop down for Primary and Secondary User
4. The primary user should have the user that made the recording
5. In the secondary user field find the user you wish to grant access to the file(s)
6. Once the secondary user has completed viewing and no longer needs access you can remove them from secondary user field and return to “None”



Adding a User



Body Worn Cameras Contact Information Video Analysis Unit

Sgt. David Collins
Deputy Justin Cole
Deputy Juliet Dias
Cpl. Alexander Roti



*For feedback that does not require a response,
you may email the unit at VAU@sdsheriff.org

